

Sanford Regional Technical Center

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Dear SRTC students and parents/guardians,

On behalf of the staff at the Sanford Regional Technical Center, it gives me great pleasure to welcome you to SRTC for the 2017-2018 school year. We are looking forward to seeing you in September and hope that you will find that SRTC is an excellent addition to your high school program. I encourage you to take advantage of all learning opportunities presented to you through your program; college credits and industry certifications are available in many programs, as well as invaluable career preparation skills. If there have been any changes in your plans/information, or if you have any questions, please contact us at (207) 324-2942.

The school year for SRTC begins on Tuesday, September 5th. Please check in with your high school regarding your first day and transportation arrangements. Students are expected to attend SRTC whenever we are in session and transportation is provided by the partner school. For example, some schools have late arrival, early dismissal or teacher workshop days in their calendar. In most instances, students will be expected to attend SRTC during the usual times regardless of the schedule at their high school. If you do need to be absent for an approved reason, please be sure to have the absence excused by having your parent contact SRTC at 324-2942 (select the attendance line) or by bringing a note from a parent to school on the following day. If you anticipate an absence for an approved reason, please complete the SRTC Planned Absence Form, which is available on our website or in the SRTC Main Office. A list of dates for which SRTC is scheduled to be closed can be found in the SRTC Student Handbook, which will be posted on our website at <http://sanford.mainecte.org/> under "Information/Forms" on or before Friday, August 25th. Please be sure to read the handbook thoroughly; we will be providing a signature page for the handbook once school begins and ask that you return that to your child's SRTC instructor.

As you consider the purchase of school supplies for the start of the year, please refer back to any instructions you may have received from your instructor on Step-Up Day. If supplies were not mentioned, you were absent, or you are not sure what supplies you need, please ask your instructor about this on the first day of class.

Please join me in welcoming new SRTC staff members. Mr. Michael Redmond is joining us as the SRTC Assistant Director. Mr. Redmond worked most recently for the Biddeford School Department as both a Social Studies teacher and an Interim Assistant Principal. Although not new to the SRTC staff, Ms. Michelle Johnson joins us on the Sanford campus as the Early Childhood Occupations and Education Program has moved from its previous location at Noble High School. We are also pleased to welcome Ms. Dale Dow, who is the Lead Preschool Teacher for the Pre-Kindergarten Program which will share a portable space with and provide relevant lab experiences for our Early Childhood students. We are extremely excited for the new experience of welcoming Pre-K students to our campus and are pleased to welcome new staff to SRTC.

Our ***Open House*** is scheduled for ***Thursday, September 14th, from 6:30p.m. to 8:00p.m.*** All SRTC students and families are encouraged to attend. At 6:30pm, there will be a brief presentation in the Sanford High School cafeteria for all participants. This presentation will include the induction of our National Technical Honor Society students. Immediately afterwards, you will have the opportunity to visit classrooms/labs and meet your instructor to learn more about your program. Please note that students attending our Culinary Arts Program at Noble HS or our Health Occupations Program at Marshwood HS should plan to attend the Open House for those particular high schools. We welcome all families to the Open House at SRTC, but the teachers for those programs will only be present at their classroom locations on the following dates. The Open House for **Marshwood High School** (Marshwood Health Occupations Program) will be held on Tuesday, September 19th from 6:00pm to 8:00pm and the Open House for **Noble High School** (Culinary Arts Program) will be held on Monday, September 11th from 6:00pm to 7:00pm.

We are fortunate to have two counselors on staff to assist you with your academic, personal, college and career goals and I encourage you to fully utilize their services. Ms. Deanna Farrell serves as the Student Services Counselor here at SRTC. You will continue to work with your School Counselor at your high school, but Ms. Farrell can assist with questions relating to your program at SRTC and provide assistance with social/emotional concerns and academic planning. Our Career Planning Coordinator, Ms. Susan Williams, will assist all students by organizing testing such as the Accuplacer, the ASVAB and a variety of program-related assessments. In addition, Ms. Williams will meet with each program regularly to help you to build career-ready skills such as resume writing, interview skills and career exploration experience.

Our school utilizes the Infinite Campus system for student information including attendance and grades. Students will be given access to this system so that they can check their grades and attendance regularly, which we strongly encourage. In addition, we urge parents to consider signing up for a parent portal account for Infinite Campus, in order to remain informed about their child's progress. Enclosed, you will find a Parent Agreement Form and the Acceptable Use Policy for Infinite Campus. If you would like to set up a parent portal account, please complete the Parent Agreement Form and return it directly to SRTC. This form may be returned to us in person, via mail, or by scanning the document to dbreton@sanford.org.

Finally, I encourage you to reach out to me with any questions or concerns that you may have throughout the year. I am located in the Main Office at SRTC and can be reached by phone at (207) 206-1779 or email at ksargent@sanford.org.

Once again, welcome! We are delighted to have you with us.

Sincerely,

Kathy Sargent, Director